SHOW SCHEDULE (PAGE 1) / DISPLAY REGULATIONS (PAGES 2-10)
GENERAL RULES & REGULATIONS (PAGES 10-38)

For assistance, please contact our Exhibitor Service Department at (888) 605-6059 or email **inquiry@nycomiccon.com.** Click on the **Vendor Forms & Guidelines** section of the online manual to see all approved vendors for this event.

SHOW SCHEDULE

SHOW OFFICE – located on the 4B Terrace. **REGISTRATION** – located in the Crystal palace. These areas will be staffed and operational during the following times:

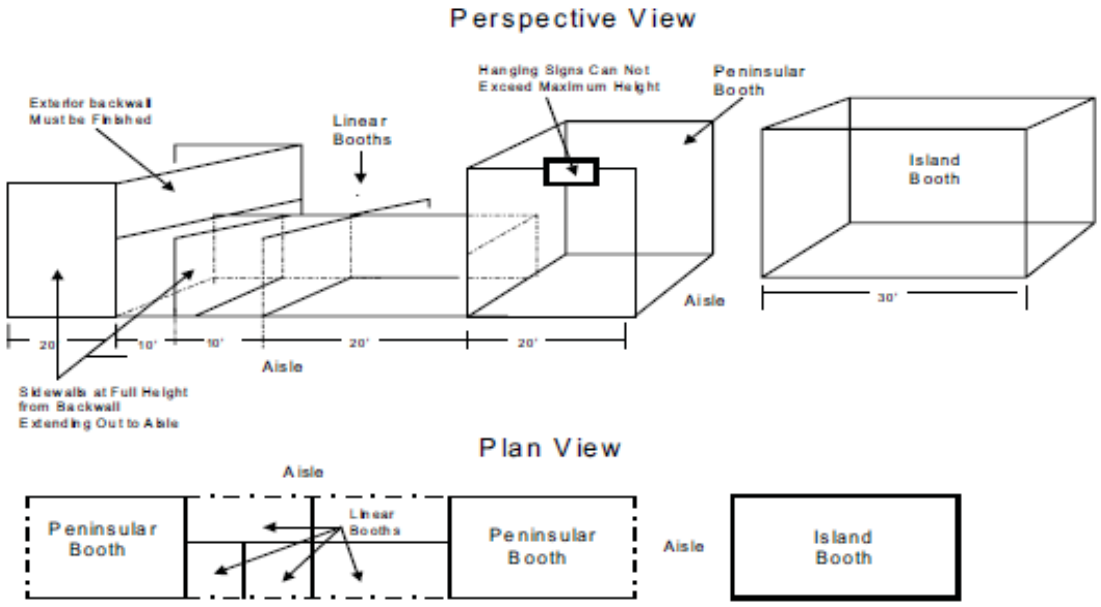
	SHOW OFFICE	REGISTRATION
Tuesday, October 6, 2015	**8:00 AM – 5:00 PM**	**8:00 AM – 5:00 PM (EXHIBITORS ONLY)**
Wednesday, October 7, 2015	**8:00 AM – 5:00 PM**	**8:00 AM – 5:00 PM**
Thursday, October 8, 2015	**8:00 AM – 5:00 PM**	**7:00 AM – 9:00 PM**
Friday, October 9, 2015	**8:00 AM – 7:00 PM**	**7:00 AM – 8:00 PM**
Saturday, October 10, 2015	**8:00 AM – 7:00 PM**	**7:00 AM – 7:00 PM**
Sunday, October 11, 2015	**8:00 AM – 6:00 PM**	**7:00 AM – 5:00 PM**

EXHIBITOR SERVICE CENTER – FREEMAN is the Official General Contractor of the **NEW YORK COMIC CON** and will maintain an Exhibitor Service Center during set-up, show days and dismantling. All other official show contractors will also be set up in this area as well. All inquiries regarding booth services and orders should be made at the Exhibitor Service Center, including booth furnishings, labor, freight, utilities, and special show services. Exhibitors who have ordered labor are asked to check-in at this desk when they are ready to install their exhibits. The person in charge of your exhibit should carefully inspect and sign for all work order forms. If you disagree with a bill presented for your signature, question it immediately. If you cannot come to a satisfactory agreement with the contractor, contact Show Management. Do not put it off. Once the show has ended, it becomes very difficult to resolve issues.

Tuesday, October 6, 2015	**8:00 AM – 5:00 PM**
Wednesday, October 7, 2015	**8:00 AM – 5:00 PM**
Thursday, October 8, 2015	**8:00 AM – 5:00 PM**
Friday, October 9, 2015	**8:00 AM – 5:00 PM**
Saturday, October 10, 2015	**8:00 AM – 5:00 PM**
Sunday, October 11, 2015	**8:00 AM – 9:00 PM**
Monday, October 12, 2015	**8:00 AM – 4:00 PM**
Tuesday, October 13, 2015	**8:00 AM – 12:00 PM**

DISPLAY REGULATIONS

Cubic Content - New York Comic Con follows the **cubic content rule**, which allows exhibitors to make maximum use of their booth space. Under the cubic content rule, exhibitors may build up to the front of their booths, and up to the maximum allowable height according to booth type as indicated below. ***However, anything above the provided drape heights must be finished, neutral and devoid of copy on any wall adjacent to another exhibitor.***



The following maximum height limits will be strictly enforced. No height variances will be granted prior to or on-site at the show. Please plan your booth display and sign structures accordingly. **Maximum allowable height is also directly affected by the ceiling height of your booth area.** The maximum height of a display booth at the backwall, including any form of lighting system, signage, or header shall be:

Linear Booth - Bounded by 1 or 2 aisles. Hanging Signs are not permitted in linear booths. It is much more cost effective to floor mount signage with a linear booth height limit of 12 ft. Note: side-drape provided is 3 feet high and the back-drape provided is 8 feet high.

MAXIMUM HEIGHT LIMIT WITHIN A LINEAR BOOTH = 12 FEET

Peninsula Booth - Bounded by 3 aisles. Exhibit booths must also be at least 20 ft. deep and 20 ft. wide to meet Show Managements requirements for hanging signs. Hanging signs in peninsula booths may reach a height limit of 20 ft. to top of sign. Two-sided Signs must be hung 5 ft. from the back wall and the side facing rear of the booth must be clear of copy, logos or other graphics so as not to be an eyesore to neighboring exhibitors. Note: the back-drape provided is 8 feet high.

MAXIMUM HEIGHT LIMIT WITHIN A PENINSULA BOOTH = 20 FEET

Island Booth - Bounded by 4 aisles. Booths must also be 20 ft. deep and 20 ft. wide to meet Show Managements requirements for hanging signs. Hanging signs in island booths may reach a height limit of 25 ft. to top of the sign.

MAXIMUM HEIGHT LIMIT WITHIN AN ISLAND BOOTH = 25 FEET

PLEASE NOTE: Nothing will be permitted above these maximum heights, including signs, banners, truss structures, lighting and/or display materials. **Maximum allowable height is also directly affected by the ceiling height of your booth area**

If you have a question about the type of your booth, please contact Reed Exhibitions Operations*

Demonstration Areas - Demonstration areas must be confined within the exhibit space so as not to interfere with any traffic in the aisles. Exhibitors must contract sufficient space to be able to comply with this rule. When large crowds gather to watch a demonstration and interfere with the flow of traffic down the aisles or create excessive crowds at neighboring booths, it is an infringement on the rights of other exhibitors. Aisles may not be obstructed at any time.

Demonstration Equipment - Equipment, product or machinery, when displayed to demonstrate or simulate industrial application, are exempt from the foregoing height limits, but are restricted only by ceiling height, as well as building and safety codes.

Do Not Block Aisles or Invade Neighbor's Space - No sign or decorative materials may protrude into the aisles or encroach upon neighboring booths. No obstruction may be placed in any aisle, passageways, lobby, or exit leading to any fire extinguishing appliances.

Exhibit Booth Construction and Decoration - http://www.javitscenter.com/exhibit/building-rules/

All materials used in exhibit construction and decoration (including without limitation hard wall, canopies, drapes, foam core, tablecloths, burlap, scrim or similar materials) must be fire retardant, i.e. they must either have been flame-proofed by the manufacturer prior to purchase or be flame-proofed by a person certified by the New York City Fire Department following approved New York City Fire Code procedures and standards. Exhibitors and contractors must have available on site for inspection the appropriate paperwork to demonstrate that these requirements have been met, that either a tag affixed to the item demonstrating that the item has been flame-proofed by the manufacturer or a certificate (valid for one year) demonstrating post-purchase application of fire retardant. Spot checks of compliance with this requirement will be conducted periodically. In addition, field flame tests may be conducted. Appropriate action will be taken if such inspections and tests reveal incidents of non-compliance.

Exhibition Size - http://www.javitscenter.com/exhibit/building-rules/

- Double tiered or double decked exhibit booths are not permitted in 1A, 1D, 1E, or 3D exhibit halls.
- Double-tiered booths are permitted in the River Pavilion, 3A, 3B and 3E exhibit halls.
- Double-tiered booths are permitted in 1B and 1C exhibit halls after review and written approval by the Center's Facilities Division.
- A NYC Building Department permit is required whenever the second tier of a double-tiered booth will be walked upon.

Exhibitors With Special Requests - In the interest of fairness to all exhibitors, variances to allowable display heights will not granted. Exhibitors wanting to discuss special needs for their exhibit should send detailed plans of their proposed display for this approval to:

Rich Askintowicz
Senior Operations Manager
Reed Exhibitions
raskintowicz@reedexpo.com
Tel: (203) 840-5419, Fax (203) 840-9419

Exposed Areas Must Be Finished - All back walls, sidewalls or any other exposed areas of the display must be draped or finished surfaces. No graphics, logos, or print facing into another booth is allowed. Any company advertisement or promotion must face into the aisle. In-line and peninsula booths must have a finished back wall covering the back of the booth. See-through back walls or displays which do not cover the back-wall completely will not be allowed. **Please note that ALL FIRE HOSE CABINETS MUST BE KEPT VISIBLE AND CLEAR.** After **10:00 AM**

on Thursday, October 8, 2015 any part of a booth with unfinished side or back-walls will be draped by Show Management at the expense of the exhibitor.

Floor Loads - http://www.javitscenter.com/exhibit/building-rules/

- 100 lbs./sq. ft. Level 4 exhibit halls
- 350 lbs./sq. ft. in Level 3 exhibit halls
- 350 lbs./sq. ft. Level 1 exhibit halls
- 150 lbs./sq. ft. in the Crystal Palace
- 350 lbs./ sq. ft. in the North Pavilion

Good Taste and the Rights of Others - Show Management may require any Exhibitor to make changes in their exhibit if, in Show Management's opinion, the exhibit does not conform to prevailing standards.

Graphics on Neighbors' Side - The backside of walls - the common border facing a neighboring booth - must be finished, neutral/clear of copy, logos, or other graphics, so as not to be an eyesore to neighboring exhibitors.

Hanging Loads - http://www.javitscenter.com/exhibit/building-rules/

- Any hanging loads must be approved in advance by the Center (within 20% of load capacity).
- Hanging loads imposed on the space frame structure must not exceed 15,000 pounds for any 90' x 90' bay (Level 3 and Level 4 exhibit halls).
- Hanging loads on any space frame node must not exceed 1,500 pounds.
- Hanging loads on any space frame member must be not exceed 50 pounds.
- Hanging points from the recessed threaded hanging points in halls 1B and 1C must not exceed 100 lbs. The spacing of loads must be at least 2'0" on center each way.
- No planking is permitted on the space frame tubes.
- Hanging Loads in 1A, 3D, and 1E halls must be from the moveable partition tracks using approved Javits hanging devices. Weight limit is 50 lbs. per hanging point.

Hanging Point Regulations for North Pavilion -
http://www.javitscenter.com/exhibit/building-rules/

- Lateral Brace (LB-1) - 20' horizontal supports between each arch truss.
- Lateral Brace (LB-1)-Total weight cannot Exceed 900 lbs. Center point of each segment between trusses cannot exceed 20 lbs.
- Lateral Brace (LB-1)-Center point of each Segment between trusses cannot exceed 450 lbs. Truss-Main arch support member spanning width of facility (136').
- Truss weight cannot exceed 2000 lbs. or 450 lbs. at 12" increments to 2000 lbs. capacity.

- Truss weight per hanging point at junction of Truss and lateral brace (LB-1) cannot exceed 1200 lbs.
- Truss Bay-(136' x 20') 20' span between trusses
- Truss weight per bay not to exceed 5000 lbs. or 2500 lbs. per bay when show lighting is suspended from the center of each truss.

Hanging Signs - Hanging signs must comply with the **HEIGHT LIMITATIONS** guidelines listed below. This includes all hanging or suspended material such as banners and balloons (where permitted), etc. The top of the sign (or other material) may not exceed the height limitation specific to your type of booth. Booths which qualify to suspend "hanging signs" are only Island, Peninsula or Walk-Through booths of 400 sq. ft. or larger.

The following maximum height limits will be strictly enforced. No height variances will be granted prior to or on-site at the show. Please plan your booth display and sign structures accordingly. **Maximum allowable height is also directly affected by the ceiling height of your booth area.** The maximum height of a display booth at the backwall, including any form of lighting system, signage, or header shall be:

Linear Booth - Bounded by 1 or 2 aisles. Hanging Signs are not permitted in linear booths. It is much more cost effective to floor mount signage with a linear booth height limit of 12 ft. Note: side-drape provided is 3 feet high and the back-drape provided is 8 feet high.

MAXIMUM HEIGHT LIMIT WITHIN A LINEAR BOOTH = 12 FEET

Peninsula Booth - Bounded by 3 aisles. Exhibit booths must also be at least 20 ft. deep and 20 ft. wide to meet Show Managements requirements for hanging signs. Hanging signs in peninsula booths may reach a height limit of 20 ft. to top of sign. Two-sided Signs must be hung 5 ft. from the back wall and the side facing rear of the booth must be clear of copy, logos or other graphics so as not to be an eyesore to neighboring exhibitors. Note: the back-drape provided is 8 feet high.

MAXIMUM HEIGHT LIMIT WITHIN A PENINSULA BOOTH = 20 FEET

Island Booth - Bounded by 4 aisles. Booths must also be 20 ft. deep and 20 ft. wide to meet Show Managements requirements for hanging signs. Hanging signs in island booths may reach a height limit of 25 ft. to top of the sign.

MAXIMUM HEIGHT LIMIT WITHIN AN ISLAND BOOTH = 25 FEET

PLEASE NOTE: Nothing will be permitted above these maximum heights, including signs, banners, truss structures, lighting and/or display materials. **Maximum allowable height is also directly affected by the ceiling height of your booth area**

If you have a question about the type of your booth, please contact Reed Exhibitions Operations*

Helium Balloon Displays - Helium-filled balloons and/or helium tanks are not permitted in any area of the Center unless they are the product displayed. A helium balloon responsibility form for helium related product displays can be obtained from the Convention Services Division. The show manager will be charged the cost of removing helium balloons from overhead.

Helium Balloon Displays must be approved by the Javits Center.

Hot Work - http://www.javitscenter.com/exhibit/building-rules/
A hot work permit is required when hot work is performed for exhibit construction. The Center's Safety Manager can provide information on obtaining hot work permits.
Note: *Additional restrictions may be imposed as necessitated by ongoing renovation work.*

Inspection Deadline - Any booth not occupied by **10:00 AM on Thursday, October 8, 2015** will be presumed abandoned.

- If there is freight in the booth and Show Management believes the exhibitor will be late, then ***FREEMAN*** will set up the display as best they can with the information available
- If there is no freight in the booth and/or Show Management believes the exhibitor will not participate in the show, the booth will be reassigned
- Exhibitors arriving after this time will be given space available and may incur additional costs. Please contact your Sales Management team to let them know of this important deadline
- All exhibits must be completely set by **10:00 AM on Thursday, October 8, 2015**
- No shipment will be accepted at any time past **5:00 PM on Wednesday, October 7, 2015**, or beyond. Absolutely no shipment, equipment, or material may be brought onto the show floor during show hours

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Maintaining Access & Egress - http://www.javitscenter.com/exhibit/building-rules/
The following may not be blocked or access impeded:

- Fire fighting and emergency equipment , including fire alarm boxes, fire extinguisher cabinets, stand pipe valves, defibrillators and similar equipment
- Electrical and telephone closet doors
- Elevators and escalators

- Hanger Doors
- Doors
- Staircases
- Sprinklers

No Nails or Screws - Nothing may be posted, tacked, nailed, or screwed to columns, walls, floors, or other parts of the building. Any damage or defacement caused by infractions of this rule will be remedied by Show Management at the expense of the rule-breaking exhibitor

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Sound Levels - Sound level of presentation should be kept within the confines of the booth area and must not interfere with neighboring exhibits. Show management will exercise their right to provide and maintain a fair exhibiting environment to all customers. Excessive sound can be offensive and distracting. Each Exhibitor is entitled to an atmosphere that is conducive to conducting business, without excess noise from other Exhibitors. Any audio equipment (i.e., sound system, audio from a video wall, microphones), whether in the booth or as part of a display, may not exceed a sound level of eighty-five (85) decibels. New York Comic Con will be sensitive and responsive to complaints registered by spectators, neighboring Exhibitors, or other personnel, and will have appointees to respond to all complaints

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Storage - http://www.javitscenter.com/exhibit/building-rules/

- Crates and other materials cannot be stored in the Center without advance written approval. Requests must be submitted in writing by Show Managers or General Decorating Contractors. Crates and other materials:
- May not be stored in active exhibit halls.
- May not be stored between booths, behind pipe and drape or under tables.
- May not be stored within 10 feet of sliding partitions or under the River Pavillion.
- May not block access or egress, as set forth in these rules.
- Loose materials, combustible mixtures, waste, liquids and similar items cannot be stored in the Center.
- Carpeting is to be rolled and stored in areas designated by the Center.

Materials may be stored in truck loading dock spaces with the following restrictions:

- Must maintain clearance of 3 feet from sprinkler heads.
- Must maintain access and egress so as not to obstruct ramps and stairs from the loading platform.
- Where storage is tiered, crates, cases and similar packing cartons (which have wheels) may not be stored on top of tiers, nor may they be stored above retaining walls.

Materials may be stored in inactive exhibition halls with prior written approval of Javits management and with the following restrictions:

- Maximum storage height is 12 feet.
- A fire watch must be maintained at all times for the duration of the storage.
- Storage piles in halls must be separated by aisles so that tiers are not more than 20 feet wide.
- Main and cross aisles must be a minimum of 8 feet wide and must be located in line with exit door openings.

Vehicle Demonstrations Or Exhibitions - http://www.javitscenter.com/exhibit/building-rules/
There is a round trip spotting fee per vehicle. Please refer to the **FREEMAN** Manual link in the **Vendor Forms & Guidelines** section of the online manual for more information. Vehicles are allowed in the **Javits Center** for display purposes provided they meet the following requirements:

- May not contain more than one (1) gallon of fuel
- Cannot be refueled or emptied inside the Center
- Must be equipped with locking gas caps
- Battery cables must be disconnected and the ends taped
- Must be locked during non-show hours
- Keys which are properly tagged for identification for each vehicle must be left with the Center's Public Safety Department prior to display
- Repairs or alterations may not be made inside the Center
- Any person displaying a vehicle at the Center must provide an appropriate sized ABC type fire extinguisher, which must be readily accessible at all times.
- Must have floor covering beneath the vehicle
- Must be turned off when parked inside
- Other Regulations Regarding Motor Vehicles:
    - Operating equipment or machinery must not be left unattended
    - Motor vehicles may be operated on carpeted areas of the Center when approval is given by Center staff. Protective material must be placed in the carpeted areas for protection of floor surface. The show manager is responsible for all damages and for restoration of the damaged areas to the original condition
    - All forklifts or other heavy loading devices operated within the Center must be operated by certified personnel
    - Forklifts are not permitted to operate on terrazzo areas. Special permission is granted in certain circumstances by Javits management. In those instances, the forklift must have pneumatic tires.
    - Forklifts are not permitted to operate in the Galleria/River Pavilion, or in carpeted halls 1D and 1E, unless a pathway of masonite is constructed.
    - Motor driven aerial lifts must have wheels covered with "shrink- wrap" to operate on the Galleria/River Pavilion and carpeted halls 1D and 1E.

- Parking on the loading docks or inside the Center (except for loading and unloading) is prohibited; violators will be towed at owner's expense.
- Utility carts may be operated in the Center exhibit halls, loading docks and main roadway only. Under no circumstances are vehicles or personnel carts to be operated in meeting rooms, concourses, or lobby during show hours.

GENERAL RULES & REGULATIONS

Age Restrictions - In accordance with display rules and regulations and security measures, **no one under the age of 18 will be admitted in the exhibit hall during move-in or move-out. There will be no exceptions**. Children of any age are admitted during Show hours on Show Days **ONLY**; during that time, those 6 or over must be badged. **For security reasons, children under the age of 16 must be accompanied by an adult at all times.**

Animals – http://www.javitscenter.com/exhibit/building-rules/
Trained service animals for persons with disabilities are permitted as described in the "Accessibility" information on the Center's website. No other animals are permitted in the Center except as part of an approved exhibit, activity or performance legitimately requiring the use of animals. Event manager's must obtain necessary permits and comply with all relevant laws (including, but not limited to, the NYS prohibition of animal fighting). If approved by the Center, animals must be on a leash, within a pen or under similar control at all times. The owner takes full responsibility of his/her animal.

ATM Machines - There are two ATM's in the Javits Center, one next to the Concierge in the Crystal Palace and the other in the Food Court by Villa Pizza. There will also be additional ATM's in various locations throughout the Show Floor.

Audio Visual - FREEMAN Audio Visual is the official audio/visual services provider of New York Comic Con. **Please refer to the Vendor Forms & Guidelines section of the online manual for order information.** Please be sure to indicate your booth number on all forms. **FREEMAN Audio Visual** will maintain a full staff on-site at the Exhibitor Service Center.

Bag/Weapons Check – We will perform random bag checks of attendees as well as tagging prop weapons with a different color band every show day. This will take place at the entrance tent on the Inner Roadway as well as the Crystal Palace. In addition, we will have security dogs roaming the building.

Bicycles and Rollerblades - The riding of bicycles and the use of rollerblades and "heelys" (sneakers with embedded wheels) are prohibited at all times in the Javits Center.

Booth Cleaning - Cleaning crews will be provided for general exhibit hall clean up, including aisles, each day before the opening of the show and during show hours.

Javits Center Cleaners vacuum, shampoo and sweep all carpeting, empty waste baskets and supply and handle containers for removing hazardous wastes. Cleaners are represented by the International Brotherhood of Teamsters, Local 237.

Work Hours: Cleaners work at any time as determined by Javits management or, when porter service is ordered, at times requested by exhibitors.

Cleaning Work Exhibitors May Do Themselves

- Exhibitor may clean and wipe down their products and display merchandise and parts of their exhibit not installed by other Javits labor.

If you need cleaning services in your booth - vacuuming, shampooing, and trash removal – you can order these services from the **Javits Center** by using the form located in the **Vendor Forms & Guidelines** section of the online manual**.**

Show Management does not provide cleaning or vacuuming for booth carpet at any time.

Booth Equipment – Each 10' x 10' booth will be set with 8' high BLACK back drape, 3' high BLACK side dividers and a 7" x 44" one-line identification sign.

Booth Furnishings - Booth equipment, services and furnishings are available through the Official General Contractor of New York Comic Con, **FREEMAN**. **Please refer to the Vendor Forms & Guidelines section of the online manual for order information.**

Bootleg Policy - The buying and selling of counterfeit / knock-off / unlicensed materials is not tolerated at New York Comic Con. NYCC is a celebration of the best of popular culture, and bootlegs have no place in the show. Violation of this rule will result in one and only one warning. A second violation and you'll be removed from the show.

Bulk Sale of Your Booth - In the event you sell a portion or all of your booth's merchandise to an outside retailer who wishes to remove items at the close of the show, the retailer must contact **FREEMAN** at the Exhibitor Service Center **PRIOR TO 10:00 AM, Sunday, October 11, 2015**. They will receive special instructions on how to remove the merchandise they've purchased from your company at show close, **TO 5:00 PM, Sunday, October 11, 2015.**

Business Center - FedEx Office operates a full-service business center on-site to provide copy and fax services, cell phone and pager rental, small package shipping, etc. **Please refer to the Vendor Forms & Guidelines section of the online manual for order information.**

Catering Services - Centerplate Catering has exclusive rights to all catering in the facility. **Menus and services can be found in Vendor Forms & Guidelines section of the online manual for order information.**

Center Accessibility - The **Javits Center** has sidewalk ramps, automatic doors at all street levels, restrooms and elevators accessible for persons with mobility impairments. Payphones are accessible and are equipped with volume and TTY capability for those with speech and hearing disabilities

A limited number of **wheel chairs** are available at no fee. The **Javits Center** can also assist patrons wishing to rent **motorized wheelchairs**. Call the **Javits Center** Command Center at (212) 216-2196 before you arrive for information on reserving or renting a wheelchair.

While no public parking is available on-site, a limited number of spaces can be made available for customers with a valid Parking Permit for People with Disabilities issued by a government authority. Call (212) 216-2344 for information and reservations.

Cleaning - http://www.javitscenter.com/plan/operational-policies/
Javits' Cleaners vacuum, shampoo and sweep all carpeting, empty waste baskets and supply and handle containers for removing hazardous wastes. Cleaners are represented by the International Brotherhood of Teamsters, Local 237.
Work Hours:
Cleaners work at any time as determined by Javits management or, when porter service is ordered, at times requested by exhibitors.

Cleaning Work Exhibitors May Do Themselves
Exhibitor may clean and wipe down their products and display merchandise and parts of their exhibit not installed by other Javits labor.

Client Access - http://www.javitscenter.com/exhibit/building-rules/
Center employees on official business cannot be denied access by event management or any of their sub-contractors to any areas within the facility.

Coat /Baggage Check - The Javits Center operates a coat check open to all Exhibitors and Fans. It's located across from the Starbucks on the Level 2 South Concourse overlooking the entrance to the Special Events Hall. The cost is $3.00 per item. You can also check briefcases, backpacks, umbrellas and luggage.

Cold Storage - We have cold storage available for medications on a first come first service basis located in our show office area on the Level 4 Terrace. *This is available on a first come, first serve basis and space is limited.

Company Personnel as Managers and Supervisors -
http://www.javitscenter.com/plan/operational-policies/
Contractors are permitted to use their own personnel as managers and supervisors of Javits Center Carpenters and Freight Handlers — provided that they have completed a questionnaire and have been approved by the Javits Center, that they are performing legitimate managerial tasks and are not performing work within the jurisdiction of the Javits Center Carpenters or Freight Handlers, and that they company maintains a reasonable ratio of managers and supervisors to labor. Approved managers and supervisors will be issued a Javits Center identification card. Managers and supervisors are required to wear these identification cards in a visible location at all times that they are at the Javits Center. Violation of any of these conditions may result in a revocation — not only of the manager/supervisor's authorization — but also of the company's authorization to conduct business at the Javits Center.
Important:
These rules are designed to protect the Center's important business interests. The Center reserves the right to eject anyone working in violation of these rules as well as the exhibitors, contractors and others for whom they are performing work.

Computer Rental - **National Micro Rentals (NMR) Staging & Events is the official computer supplier of New York Comic Con. Please refer to the Vendor Forms & Guidelines section of the online manual for order information.** Please be sure to indicate your booth number on all forms. **National Micro Rentals (NMR) Staging & Events** will maintain a full staff on-site at the Exhibitor Service Center.

Copyrighted Music - If any copyrighted music is to be played in your booth, you must obtain all necessary licenses from the copyright owner or licensing agency representing the copyright owner. The licensing requirements include the playing of live, as well as recorded music, (records, tapes, compact discs, etc.) and also include music, whether it is the essence of the presentation or is only used as background, on a videotape or other presentation.

The proper license must be posted in your booth and available for inspection at the request of Show Management or properly authorized agents of ASCAP or BMI. We advise you to contact these agencies as listed below to acquire the proper licenses:

ASCAP Licensing Dept. **1 Lincoln Plaza** **New York, NY 10023** **Tel: 212-621-6000**	**BMI (Broadcast Music, Inc.)** **10 Music Square East** **Nashville, TN 37203-4399** **Tel: 800-925-8451, 615-401-2000**

Adherence to these federally mandated copyright licensing laws is of critical importance. Failure to do so is both a violation of federal copyright law, and a breach of your contract for exhibit space for the show.

Crate Removal, Storage & Return - Empty crates, shipping containers, cardboard boxes, etc. marked with **"EMPTY STICKERS"** will be removed to storage and returned to your booth at the end of the show by our floor crew at no additional charge, ***provided you have used material handling services for the delivery of your booth***. Do not store merchandise in crates or cartons marked for empty storage or behind booths- this is prohibited due to Fire Regulations in the building. "**EMPTY STICKERS**" can be acquired from the **FREEMAN** desk located at the Exhibitor Service Center. Please label your materials as soon as they are ready to be removed. We ask your cooperation in this important matter so that we can clean the aisles and install aisle carpet.

Customs Broker / International Shipping - TWI Group is the official provider of international shipping, customs brokerage, freight forwarding and related services for New York Comic Con. All merchandise imported into the United States requires Custom House Clearance prior to release from any USA port or airport. It is the sole responsibility of the exhibitor to adhere to customs and international guidelines.

The exhibitor must insure that all documents are valid and complete and procedures are followed correctly. Show Management will not be held liable for freight held up due to customs issues, duty payments or any other problems related to inbound and outbound international shipments.

TWI Group will maintain a full staff on-site at the Exhibitor Service.

Please refer to the Vendor Forms & Guidelines section of the online manual for additional information.

Decorations - http://www.javitscenter.com/exhibit/building-rules/

Adhesive-backed decals and flooring are strictly prohibited and cannot be used for any purpose within the Center.

The use of any glitter is not permitted in the carpeted areas of the Center. Decorative use of glitter in other areas must be approved by Javits management. A cleaning fee may be assessed for any use of glitter.

Fountains, and other water containers used for decorative purpose, must be waterproofed and inspected by the Center's Building Operations Department.

More information on Decorations is available in the "Fire Safety" section of these Rules.

Delivery of Freight - http://www.javitscenter.com/exhibit/building-rules/

The Center does not accept advance shipment of freight or materials prior to the contracted move-in date. All shipments to be delivered to the Center after the official move-in date must be to the attention of the event general decorating contractor.

All equipment brought into the Center must be delivered and removed through the loading dock areas. The Center will not accept shipment of freight and/or material to the show manager. An exception to this is equipment loaded through the Taxi Drop off access door for use on level 2.

All equipment brought into the Center must be brought into the building via the access doors assigned to your event space.

Under no circumstances will C.O.D deliveries be accepted by the Center

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Display Case Rental - American Fixture & Display Corp. is the official display case provider for New York Comic Con, offering a variety of display options **Please refer to the Vendor Forms & Guidelines section of the online manual for order information.** Please be sure to indicate your booth number on all forms. **American Fixture & Display Corp.** will maintain a full staff on-site at the Exhibitor Service Center.

Electricity In The Hall - Standard Operating Procedure provides the following. Should you have any special requests, please contact the Javits Center prior to the event.

- Move-In – Half-Lighting
- Show Days – Full lighting and floor power one (1) hour prior to opening. Half-lights at show close and floor power off thirty (30) minutes after show closes
- Breakdown – Electrical rip-out will commence at show closing and run for a minimum of seven (7) hours

For safety and conservation reasons, the **Javits Center** will now enforce the following requirements of their existing 24-hour show power policy:

- All exhibit power shall be shut off no later than (1) hour after trade shows conventions or event closing and will not be turned on until 8:00 AM the following morning.
- In cases where exhibits require 24-hr power, that power source must be limited to the size outlet ordered by the exhibitor.

Electricity & Lightning – http://www.javitscenter.com/plan/operational-policies/
Javits Center electricians install and remove all electrical wiring, load centers, disconnects and distribution panels. Electricians install and dismantle all lighting, all electric signs, all communication and video cable between or outside exhibits and under carpet and sound systems. Electricians also operate certain sound, light and video systems. Electricians are represented by the International Brotherhood of Electrical Workers (IBEW) Local 3.
Work Hours:
The length and start times of electricians' standard shifts and the application of overtime rates on weekdays vary depending on whether it is a move-in, open or move-out day. Electricians are always paid time and a half for work on weekends and holidays. Electricians have 11 holidays — New Year's Day, Martin Luther King, Jr. Day, President's day, Memorial Day, Independence Day, Labor Day, Columbus Day, Election Day, Thanksgiving and the day after and Christmas.
Electric Work Exhibitors May Do Themselves

- Exhibitors may plug in their own devices and equipment for properly ordered 110 volt electrical service of 1500 watts or less.
- Exhibitors may plug in their own devices of 110 volt/ 1500 watts themselves.

- Connect modems, printers, computers and keyboards.
- Install their own light bulbs.
- Test and tune their own equipment.
- Run their own communications cable between machines in the same booth above the booth carpet.
- Exhibitors may install and dismantle their own lights in booths 100 square feet or less without the use of tools or ladders — provided that the service order is for no more than 500 watts.
- Connect up to eight (8) pieces of computer and/or telecommunications equipment to cables run by electricians.

You may access the electrical order forms in the Vendor Forms & Guidelines section of the online manual. Please be sure to indicate your booth number on all forms.

Elevators and Escalators - **http://www.javitscenter.com/exhibit/building-rules/**
All large and heavy equipment should be transported using the freight elevator. No equipment may be transported on escalators. This includes items such as easels, chairs, tables, wheelchairs, baby carriages, and other similar devices. Normally, escalators are not operated on move-in and move-out periods.

Passenger elevators are not to be used for transporting heavy freight and equipment.

Exclusive rights for certain business at the Center - The Javits Center maintains exclusivity for certain services which the Center provides itself and for certain services provided by other companies which have a contract with the Center.
The following is a list of the companies holding the exclusive rights to perform certain services:

- Utility Service: The Javits Center
  - Electric
  - Plumbing
  - Telecommunications
- Booth Vacuuming and Porter Service: The Javits Center
- Trash Removal From Javits Premises: Javits Contractor
- Sale of Food and Beverage: CenterPlate
- Coat and baggage check: CenterPlate
- Convenience Store: Hudson News
- Medical Service: TransCare
- Advertising in Public Areas of the Center: Javits Center
- Business Center: FedEx

Exhibit Building – http://www.javitscenter.com/plan/operational-policies/
Carpenters perform crating and recrating, and all work involved in the erection and dismantling of exhibits, displays, backgrounds and booths; all work requiring the use of bolts and screws or nail fasteners; tying, hanging or nailing, taping of flags, banners, signs, tile and rug-laying, skidding and reskidding and turntables; handling and delivery of furniture, carpeting, modular interlocking booth systems and other contractor owned and leased equipment; pad wrapping, protection work, ramp protection; and installing draperies, including but not limited to wall draperies, table skirting, booth equipment draperies, flag and bunting and party decorations. They also do certain other unskilled work. Carpenters are represented by the International Brotherhood of Carpenters and Joiners, New York District Council. Carpenters are hired from the Center by general decorating contractors and exhibitor appointed contractors. Carpenters work under contractors' direction and supervision and their shifts are organized and determined by the contractor.

Work Hours:
Carpenters are paid straight time for the first eight (8) hours of their shift and are paid time and a half for hours worked beyond the eight, Monday through Friday. They are paid time and a half for hours worked on Saturday and on any Sunday that they work at least seven (7) hours. They are paid double time on holidays and on Sunday if they work less than seven (7) hours.

Building Work Exhibitors May Do Themselves
Exhibitors may erect and dismantle pop-up display booths which do not exceed twenty-five (25) feet in length and can be erected and/or dismantled by employees of the exhibiting company, using no tools. A pop up display at the Javits Center is defined as a self-contained unit which can be hand-carried by one employee. The Center may issue more detailed rules on this from time to time.

Exhibit Hall Carpet – The exhibit area is NOT carpeted; however, the **AISLES** will be carpeted in **RED**, the **BLOCK** will be carpeted **BLACK** .

Exhibition Size

- Double tiered or double decked exhibit booths are not permitted in 1A, 1D, 1E, or 3D exhibit halls.
- Double tiered booths are permitted in the Galleria/River Pavilion, 3A, 3B and 3E exhibit halls.
- Double tiered booths are permitted in 1B and 1C exhibit halls after review and written approval by the Center's Facilities Division.
- A NYC Building Department permit is required whenever the second tier of a double-tiered booth will be walked upon.

EXHIBITOR APPOINTED CONTRACTORS (EAC's) - are hired by exhibitors to build and dismantle exhibits. EAC's supply their own on-site management and hire exhibit building labor employed by the Javits Center. In order to hire labor directly from the Center, EAC's must open an account, which requires, among other things, the posting of a guarantee of payment bond or letters of credit and the fulfillment of certain insurance requirements.

For more information, please refer to the EXHIBIT APPOINTED CONTRACTORS section of the online manual.

Exhibitor Registration
Exhibitor staff personnel wishing to enter the exhibit floor must wear an Exhibitor Badge at all times during Move-In, Show days and Move-Out. Access to the Show floor begins at **8:00 AM** during Show days. For those individuals who still need a badge, one may be obtained at the Exhibitor Registration Counters located in the Crystal Palace**.** Only booth personnel with an exhibitor badge can enter the exhibition hall prior to Show hours, or those individuals who made prior arrangements for meetings. (Please stop by Show Office on-site to make the proper arrangements if this has not already been so.)

In order for Exhibitor Appointed Contractors (EAC's) to gain admittance into the Hall, Show Management requires each individual to wear a wrist band. For your convenience, wrist bands may be picked up at the Security Command Post. Proper credentials will be required. Only three designated supervisors of approved EAC's will be issued the necessary credentials.

Please do not give Exhibitor Badges to EAC personnel for Security reasons.

For more information, please refer to the EXHIBIT APPOINTED CONTRACTORS section of the online manual.

Exhibitors With Special Requests - In the interest of fairness to all exhibitors, variances to allowable display heights will not granted. Exhibitors wanting to discuss special needs for their exhibit should send detailed plans of their proposed display for this approval to:

Rich Askintowicz
Senior Operations Manager
Reed Exhibitions
raskintowicz@reedexpo.com
Tel: (203) 840-5419, Fax (203) 840-9419

Fire and Safety Regulations – http://www.javitscenter.com/exhibit/building-rules/

The Javits Center is committed to maintaining a safe environment and to promoting and enforcing responsible safety practices. The following Fire Safety Rules apply to Show Managers, Contractors and Exhibitors. Notices (**Download Sample**) will be issued for violations and/or failing to take corrective measures. Show Managers are responsible for correcting violations. Failure to do so will result in remedial action by Javits (e.g. removal of non-compliant structures, posting of a Fire Watch) at show management's expense.

The Center operates and staffs on a 24-hour basis the Command Center that monitors fire safety and all other safety features of the Center. The Command Center responds to all emergencies, including fire emergencies. Dial 2222 from house phones (located in corridors throughout the Center) or (212) 216-2222 from any other phone. Give your name, type of emergency and exact location of the occurrence.

The following are strictly prohibited within Center:

- Open flames without a NYC Fire Dept. Open Flame Permit (Download Open Flame Permit Procedures)
- Displays of fresh cut decorative greens, pine branches, potted pine trees and shrubs, and Spanish moss.
- Spray painting
- Storage or use of butane
- Storage or use of any other flammable liquids or materials except as provided in these Rules.

These regulations are detailed in the Vendor Forms & Guidelines section of the online manual.

Fireworks – http://www.javitscenter.com/exhibit/building-rules/

Fireworks, flash pots and other pyrotechnic devices/events are prohibited without advance written approval from Center management. Approval will be contingent, in part, on the Show Manager or Exhibitor obtaining appropriate government permits and insurance coverage.

Flammable Liquids - http://www.javitscenter.com/exhibit/building-rules/

- Flammable Liquids such as solvents, paints and thinners are permitted for use in the Center subject to the following requirements:
- Container is sized as a consumer commodity (< 1 gallon) and not in bulk (> 1 gallon).
- The container is labeled properly with product contents, name of product, manufacture, and hazard warnings.
- A Material Safety Data Sheet (MSDS) for the specific product and manufacturer is provided and readily available upon request.

- Cans, bottles, containers, and aerosols containing flammable liquids must be stored properly.
- Any wet/soaked rags, and empty containers, are not to be disposed of in Center's waste containers.
- A flammable liquid is not to be used or stored, within 50 feet of any hot work operation, open flame, or anything that generates heat or sparks.
- Any person using flammable liquids in the Center must provide an appropriate sized ABC type fire extinguisher, which must be readily accessible at all times.

Floor Managers - We have professional Floor Managers working on the Show floor and are responsible for enforcing the rules and regulations of the event. If you have any questions, problems, or need any information at all, please stop by to see them. Counters are staffed from the first day of installation through the end of dismantling.

Floral/Plant Rental - Spring Valley Floral is the official florist of New York Comic Con. **Please refer to the Vendor Forms & Guidelines section of the online manual for order information**. Please be sure to indicate your booth number on all forms. **Spring Valley Floral** will maintain a full staff on-site at the Exhibitor Service Center.

Freight Moving – http://www.javitscenter.com/plan/operational-policies/

Javits' Freight Handlers are responsible for loading and unloading trucks and delivering exhibitor freight and machinery to and from exhibitors' booth; loading and unloading decorating contractors' equipment to and from a marshalling point on the exhibit show floor; and perform rigging work with forklifts. Freight Handlers are hired from the Center by general decorating contractors. Freight Handlers work under the direction and supervision of the general decorating contractor and their shifts are determined and organized by the contractor. Freight Handlers are represented by the International Brotherhood of Teamsters, Local 807.

Work Hours:

Freight Handlers are paid straight time for the first eight (8) hours worked and overtime for any hours worked beyond eight (8) on Mondays through Fridays. They are paid time and a half for all hours worked on Saturdays and Sundays. They are paid double time for all hours worked on holidays. Freight Handler's have 11 holidays: New Year's Day, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Election Day, Veteran's Day, Thanksgiving and the day after, and Christmas.

Freight Moving Exhibitors May Perform (Hand Carry Policy)

The Javits Center is the busiest convention center in the United States, and as a result, our operations can have a major impact on the surrounding community. As Manhattan's West Side continues to evolve with new developments, clients of the Javits Center must make every effort to minimize our impact on neighboring streets during move-in and move-out periods. The hand

carry policy, which is outlined below, is designed to maximize exhibitor move in and minimize traffic congestion.Exhibitors are reminded that the west side of 11th Avenue is officially designated a City bus lane, and vehicles illegally parked will be subject to a fine and/or vehicle towing by the New York City Police Department (NYPD). For move-in and/or move-out periods during large trade shows, the Javits Center will often request assistance from the NYPD to facilitate curbside standing of personal vehicles and small vans along the west side of 11th Avenue between West 34th Street and West 40th streets. However, this does not grant immunity from potential ticketing or vehicle towing to customers who ignore the regulations established by the Javits Center in conjunction with the NYPD and other regulatory agencies. In an effort to address these concerns and to streamline the hand carry process, effective immediately, the Javits Center's Security and Safety Solutions Department will conduct all exterior security staffing, oversight and enforcement for hand carry operations.
The Javits Center Hand Carry Policy is as follows:

Approved During Hand Carry Operations:

- Individuals moving these items must be employees of the exhibiting company and must carry identification to verify their position;
- Exhibitors moving items must use doors and routes designated by event management;
- Hand-carried items can be brought in through the front of the building (east side) and at specified times, the north side, as long as traffic regulations are obeyed;
- Exhibitors may use nothing larger than a two-wheeled baggage cart (plastic or rubber wheels only) to move their items;
- Hanging clothing racks with four wheels are allowed for moving hanging garments;
- Pop-up displays – equal or less than 10 feet in length and capable of being carried by hand by one person – may be brought into the building; and
- The Javits Center reserves the right to search any box, bag, container, crate, etc. to ensure full compliance with the building's regulations.

Prohibited During Hand Carry Operations:

- Power tools, ladders or any other type of carpenter/construction equipment are not permitted in the building, unless specific written approval is obtained in advance;
- Any freight from a vehicle larger than an Econoline van;
- Any freight moved on equipment larger than a two-wheeled baggage cart;
- Any freight that cannot be hand carried by one person; and
- Any freight moved by a moving or freight company, contractor or any persons other than Javits Center freight handlers or direct employees of an exhibiting company engaged in approved hand carry operations.

On the west side of 11th Avenue between 34th Street and 40th Street:

- Hand carry operation hours are specific and designated by event management;
- Loading and unloading of vehicles is limited to vehicles no larger than an Econoline van;
- All vehicles are allocated 30 minutes, and the time limit will be strictly enforced;

- All vehicles must be parked alongside the curb, and double parking is strictly prohibited;
- All vehicles must be attended at all times by a licensed driver;
- Parking or standing on the east side of 11th Avenue is strictly prohibited;
- Exhibitors recommend pack all exhibit items before staging a vehicle curbside; and
- Failure to follow the above regulations may lead to a fine and/or vehicle towing.

On the Inner Roadway along 11th Avenue:

- Hand carry operation hours are specific and designated by show management;
- Access granted to exhibitors only during a specified time frame Access granted to exhibitors on a first-come, first-serve basis;
- Only vehicles with two licensed drivers will be granted entry;
- All vehicles must be attended at all times by a licensed driver;
- Loading and unloading of vehicles is limited to vehicles no larger than an Econoline van;
- All vehicles are allocated 30 minutes, and the time limit will be strictly enforced;
- Recommend exhibitors pack all exhibit items before parking a vehicle; and
- Any vehicle left unattended will be towed at the owner's expense.

Inside the West 39th Street Lot:

- Hand carry through the West 39th Street lot is available to only certain events and exhibitors as only those with close proximity to the lot will be allowed entry;
- Hand carry location and hours of use are specific and designated by show management;
- Access granted to exhibitors only during a specified time frame;
- Access granted on a first-come, first-serve basis;
- Only vehicles with two licensed drivers will be granted entry;
- All vehicles must be attended at all times by a licensed driver;
- Loading and unloading of vehicles is limited to vehicles no larger than an Econoline van;
- All vehicles are allocated 30 minutes, and the time limit will be strictly enforced;
- Recommend exhibitors pack all exhibit items before parking a vehicle;
- Double parking on 12th Avenue is strictly prohibited; and
- Failure to follow the above regulations may lead to a fine and/or vehicle towing.

On the Javits Center Loading Docks:

- All vehicles transporting freight larger than an Econoline van, such as, but not limited to, a Sprinter van, cargo van, moving truck or box truck, are required to load and unload via the Javits Center loading docks;
- The loading docks are accessible during designated hand carry hours for all such vehicles and can be accessed without an appointment via the entrance on 12th Avenue;
- and All such vehicles are required to register with security upon arrival.

Enforcement for Hand Carry Operations:

- The Javits Center's Security and Safety Solutions Department and the NYPD will provide security on the Inner Roadway and inside the West 39th Street lot during all designated hand carry hours of operation; and

- All vehicles on public roads surrounding the Javits Center are subject to all traffic regulations enforced by the NYPD.

General Decorating Contractor - General Decorating Contractors are hired by Show Management. They are generally responsible for the physical planning of the event, the shipment and delivery of exhibition freight, the rental of furniture, carpets and other booth/exhibit equipment and the building and dismantling of most of the exhibits. General Contractors supply their own on site management and supervisors and hire freight moving and exhibit building labor from the Javits Center.

Green Initiatives - The New York Comic Con Show is committed to reduce, reuse, and recycle approach to planning and producing our shows. Recycling waste, trash and other paper products and using recycled products are just a few of the steps we have taken toward "green" tradeshow experience.

For example sending out this Service Manual in a web based format conserves over 150,000 pieces of paper previously used for the 3-ring binder format!

Here are a few examples of what you can do to help the environment:

- Reduce, Reuse, Recycle
- Sign your office up for a recycling program: paper, plastic, cans, etc.
- Develop an online ordering system for your buyers.
- Reduce marketing on paper by opting for more electronic communication, email attendees after the show.
- Design your booth display to last for 5 years or longer using natural fibers.
- Practice Green Purchasing where ever possible by specifying Environmentally Preferable Products (EPP). These products or services contain recycled content, minimize waste, conserve energy or water, and reduce the amount of toxics disposed or consumed.
- Reduce packing material by utilizing recyclable materials and take advantage of convention center recycling options for packaging.
- Donate extra amenities or promotional products to local charities rather than shipping them back or tossing them in the trash.
- Reed Exhibitions has implemented the following programs and purchasing habits in an effort to reduce the amount of waste generated and encourage our clients and vendors to **Reduce, Reuse and Recycle** whenever possible.
- We have successfully implemented Express Badge on many shows, allowing attendees to print their badge on demand at show site. This process **reduces** the printing and mailing of unnecessary badges.
- Our offices are set up to **recycle** paper, plastic, cans.

- We design a show look for a minimum of 3 year lifecycle and **recycle** graphics for the same period.
- We have **reduced** paper communications both internally and externally by opting for electronic communication.
- Producing an on-line exhibitor manual **reduces** our paper consumption by over 150,000 sheets on this show alone.
- Where ever possible we partner with local charities to provide donation opportunities for our exhibitors as a way to "**reuse**" leftover products and merchandise, thus saving on packing materials and carbon emissions by not shipping home. A great way to "Reuse" material for a good cause.

Handouts - Exhibitors cannot distribute literature, samples, or other material outside your contracted exhibit space.

Hazardous Materials - **http://www.javitscenter.com/exhibit/building-rules/**
Flammable or combustible mixtures, waste, liquids and other hazardous materials are not permitted without approval of Javits Center management. More information on Hazardous Materials is available in the "Fire Safety" section of these Rules. Firearms, weapons, and live ammunition may not be displayed or sold at Javits Center events.

Helium Balloon Displays - Helium-filled balloons and/or helium tanks are not permitted in any area of the Center unless they are the product displayed. A helium balloon responsibility form for helium related product displays can be obtained from the Convention Services Division. The show manager will be charged the cost of removing helium balloons from overhead.

Helium Balloon Displays must be approved by the Javits Center.

Please refer to the Vendor Forms & Guidelines section of the online manual for order information.

High Risk Activities - http://www.javitscenter.com/exhibit/building-rules/
All high risk activities not prohibited by other sections of these regulations require approval of Center management at least 30 days in advance. Show management is responsible for ascertaining that there are no exclusions or limitations in their insurance policy that apply. Such activities include but are not limited to motorized sporting events, acrobatic stunts, mechanical amusement devices and audience participation in athletic activities.

Hotel/Travel Discounts - Please refer to the Please refer to the Vendor Forms & Guidelines section of the online manual for order information.

Inspection Deadline - Any booth not occupied by **10:00 AM on Thursday, October 8, 2015** will be presumed abandoned.

- If there is freight in the booth and Show Management believes the exhibitor will be late, then ***FREEMAN*** will set up the display as best they can with the information available
- If there is no freight in the booth and/or Show Management believes the exhibitor will not participate in the show, the booth will be reassigned
- Exhibitors arriving after this time will be given space available and may incur additional costs. Please contact your Sales Management team to let them know of this important deadline.
- All exhibits must be completely set by **10:00 AM on Thursday, October 8, 2015**.
- No shipment will be accepted at anytime past **5:00 PM on Wednesday, October 7, 2015**, or beyond. Absolutely no shipment, equipment, or material may be brought onto the show floor during show hours.

Labor Orders - Please make arrangements for the dismantling of your booth by early **Sunday afternoon, October 11, 2015**. Only then can you be reasonably assured of a start time.

Labor Provided By The Center - The Center provides skilled and courteous employees to perform most of the labor needed for events. With few exceptions (explained below), Event Managers, Contractors and Exhibitors must hire the Center's employees to perform the following work: Electric Work, Freight Moving, General Exhibit Building Functions, Plumbing Work, Rigging and Telephone Work.

Please refer to the Vendor Forms & Guidelines section of the online manual for order information.

Labor Regulations - New York City has several major unions that have jurisdiction over trade shows. Please plan now to abide by labor regulations. **FREEMAN** is the official labor contractor. Labor arrangements may be made to set-up, service and dismantle your exhibit. Information regarding labor jurisdiction can be found in the **Vendor Forms & Guidelines** section of the online manual. If you have any further questions or would like a quote for labor services, you may contact **FREEMAN** directly at **(201) 299-7575**.

Lend-A-Hand Program - Please refer to the QUICK FACTS section of the online manual for more information.

License Agreement - Please be sure you have read the space application for your booth for all exhibition rules and regulations. It is the exhibitor's responsibility to adhere to all rules pertaining to your license agreement.

Lost & Found - During show days, please first check with Citadel Security located on the 4th floor terrace. Lost & Found at the **Javits Center** is open Monday-Friday from 8:00 AM to 7:00 PM. The phone number is (212) 216-2344. The Public Safety Division keeps lost items for 30 days and lost valuables for up to three months.

Marketing Opportunities - Please refer all artist, dealer, exhibitor, advertising, and sponsorship inquiries to Larry Settembrini at (203) 840-5321 or **lsettembrini@reedexpo.com.**

Material Handling Agreements/ Shipping Information - All freight that is to be shipped from the **Javits Center** must be accompanied by a Material Handling Agreement (MHA) unless you have small pieces which you intend to hand carry. All pieces must also be labeled with the booth name and number, as well as destination. Material Handling Agreements may be obtained from **FREEMAN** at the Exhibitor Service Center located in the West quadrant of the Crystal Palace. You must have your exhibit completely dismantled and packed before returning your completed Material Handling Agreement (MHA) to the FREEMAN Service Desk**.**

Material Handling (Drayage) Services - FREEMAN is the exclusive material handling provider on the exhibit floor. They will receive all shipments whether consigned in advance to their warehouse or sent directly to the **Javits Center**. Material Handling includes return of your empty cartons and crates at the close of the Show. **Please refer to the Vendor Forms & Guidelines section of the online manual for more details. FREEMAN** will maintain a full staff on-site at the Exhibitor Service Center located in the West quadrant of the Crystal Palace.

Meeting Room Set-Up - http://www.javitscenter.com/plan/operational-policies/
Javits' set-up personnel move and arrange all house furniture for use in meeting rooms. Your event manager gets the first set-up per day at no charge. A charge is normally assessed for changeovers and additions. Set-up personnel are represented by the International Brotherhood of Teamsters, Local 237.
Work Hours:
Javits set-up personnel work at times determined by Javits management.

Medical - http://www.javitscenter.com/exhibit/building-rules/

St. Vincent's Hospital EMT's maintain a medical office located in the southwest corner of the first floor of the building and in the back corner of the Crystal Palace, Level 3. If you're hurt, please reach out to a staff member and we'll get you to the EMT's.

- The Center maintains a small medical facility on site.
- The facility is staffed with emergency medical technicians and an ambulance during events with 5,000 or more in attendance in the aggregate in accordance with the New York Public Assembly Law.
- House telephones can be found in halls corridors throughout the Center and should be used to notify the Command Center of emergency situations.
- The emergency number is 2222. The Javits Center has 22 portable defibrillators strategically placed around the Center. The Public Safety Department has been trained in the proper use of defibrillators should such an emergency occur.
- In case of cardiac arrest, or other serious emergency such as a fire, dial the Command Center at Extension 2222 from any house phone, or call the Command Center at 212 216-2222. Do not call 911. Give your name, type of emergency and the exact location of the incident (be as specific as possible).

Medical Badges – Medical Badges can be picked up from the "Press/Medical Badge" Registration Counter in the Crystal Palace.

Show Queuing

We have a dedicated area for Fans that qualify and are wearing their NYCC Medical Badges. Please note that a Medical Badge does not grant you early access to the event.

Queuing and Seating, Panels and Screenings

All seating for Panels and Screenings are on a first come, first served basis, and we cannot guarantee seating for everyone. There will be a limited number of seats dedicated to Fans with Special Needs in our panel rooms. You must have a NYCC Medical Badge to have access to this seating area of the room. Fans with a NYCC Medical Badge should arrive to the panel 15 minutes prior to the start of the event and show a staff member their medical badge. Panel rooms are not cleared and qualifying for a NYCC Medical Badge does not guarantee access into any events.

Autographing

Autograph sessions are always limited, so please plan in advance and use your program guide to plan which autographing sessions you would most like to attend. You can have a friend or someone in your party save a spot for you in line, if needed.

NYCC Medical Badges do NOT provide:

- Early access to the Show Floor.
- Guaranteed access into panels, autographing and special events.
- The ability to skip lines.

CENTER ACCESSIBILITY – The **Javits Center** has sidewalk ramps, automatic doors at all street levels, restrooms and elevators accessible for persons with mobility impairments. Payphones are accessible and are equipped with volume and TTY capability for those with speech & hearing disabilities.
A limited number of wheel chairs are available at no fee. The **Javits Center** can also assist patrons wishing to rent motorized wheelchairs. Call our Command Center at 212.216.2196 before you arrive for information on reserving or renting a wheelchair.

While no public parking is available on-site, a limited number of spaces can be made available for customers with a valid Parking Permit for People with Disabilities issued by a government authority. Call 212.216.2344 for information and reservations.

COLD STORAGE – We have cold storage available for medications on a first come first service basis located in our show office area. *This is available on a first come, first serve basis and space is limited.

GUIDE DOGS & SERVICE ANIMALS – Guide Dogs and Service Animals are welcome at the Center provided they are leashed or under similar control as appropriate. Since questions sometimes arise regarding Service Animals when the need is not obvious, we suggest that patrons have a certification, license or some other document showing their need for their service animal. The owner takes full responsibility of his/her animal.

WHEELCHAIRS/MOTORIZED CHAIRS – A limited number of wheel chairs are available at no fee. **Javits** can also assist patrons wishing to rent motorized wheelchairs – call Command 212.216.2196 before you arrive for information on reserving or renting a wheelchair.

Meetings in Your Booth - If you plan to use your booth to conduct meetings before or after official show hours, you must **fax** the following information to Rich Askintowicz, Senior Operations Manager at 203-840-9419 or **email** raskintowicz@reedexpo.com no later than **September 4, 2015.**

1. A letter requesting early access to the Show Floor for non-exhibitor personnel. Please state the exhibiting company and booth number.
2. List the non-exhibitor personnel and type of badge they will be wearing.

3. State the time and date of the meeting (meetings cannot be scheduled prior to the show opening on **Thursday, October 8, 2015**).
4. State the name of the exhibitor who will meet the non-exhibitor personnel at the entrance to the show, and escort them directly to the booth
5. Access to the floor during non-show hours will be denied unless Show Management receives this written request in advance

Access to the Show Floor during non-show hours will be denied unless Show Management receives this written request in advance. Show Management reserves the right to have the exhibitor hire security personnel for any event held on the Show Floor during non-Show Floor hours.

Please Note: All attendees and booth personnel must have a badge to enter the exhibit hall.

Official Contractors - Please refer to the Vendor Forms & Guidelines section of the online manual for a detailed list of companies, the services provided and order forms.

Notice To Exhibitors Regarding Non-Official Contractors - Show Management carefully considers the selection of Official Contractors based on quality of service, variety of products, price and reputation. Since these contractors frequently work on more than one show with us, they value the business of our customers and provide quality products and services.

Some companies may misrepresent themselves as being an Official Contractor so please be sure to check the list below or give us a call. Some things to watch for if you are considering the services of a non-official contractor are hidden charges for material handling, labor and shipping that you might not pay otherwise (for example on carpet rental), control over delivery time, availability during move-in and leverage if something goes wrong. Also be advised that non-official contractors will need to abide by the **Exhibitor Appointed Contractor (EAC)** procedures, provide insurance certificates, etc. in order to gain access to the Show Floor.

Official Hotels - Please refer to **Vendor Forms & Guidelines** section of the online manual for information.

Rate Assurance - We've gone to great lengths, including automated rate checks, to ensure that your rates are the lowest over the dates of this event. In fact, if you should find a lower rate for all the dates of your stay, simply contact us and we'll work to match that rate.

Outbound Shipping - **FREEMAN Transportation** is the Official Carrier of New York Comic Con. Please refer to the **Vendor Forms & Guidelines** section of the online manual for further information and assistance regarding Air Freight, Padded Van Lines, and Common Carrier. **FREEMAN Transportation** will maintain a full staff on-site at the Exhibitor Service.

Painting/Building Alterations - http://www.javitscenter.com/exhibit/building-rules/

- Painting any structural part of the Javits Center (walls, floor, ceilings, etc.) is prohibited.
- Altering any building component such as drilling holes in the floor, or installing anchor bolts in the walls is prohibited.

Parking - There are less than 500 parking spaces located in parking lots within walking distance around the **Javits Center**. We strongly recommend that you DO NOT drive to the show. Please refer to the **Vendor Forms & Guidelines** section of this online manual for more information on our discounted hotel room offerings, as well as directions and parking for New York Comic Con.

Personal Transporters - **http://www.javitscenter.com/exhibit/building-rules/**
Motorized personal transporters, scooters and similar vehicles are not permitted in the Javits Center absent a compelling need, coupled with assurances of safe operation and adequate insurance coverage provided by Event Management, all of which must be approved by the Javits Center at least 30 days in advance. Motorized devices are permitted for use by people with mobility impairments as described in the "Accessibility" information on the Javits Center's website. The Javits Center offers personal mobility vehicles for rent during events, and individuals interested in renting such a vehicle can call 212.216.2196 or **order one here**.

Photography - Oscar Einzig Photographers is the official photographer of New York Comic Con**.** For the most part, you're welcome to take still pictures and video at New York Comic Con; however, please note that all photography and recording is prohibited during screenings and concerts. Also, please understand that guests may or may not pose for photographs with fans. Guests have a right to their privacy, and if they ask not to have their picture taken, please respect their wishes.
Please refer to the Vendor Forms & Guidelines section of the online manual for order information.

Plumbing Work – http://www.javitscenter.com/plan/operational-policies/
Javits' plumbers install and remove all compressed air lines, water and drain lines, sinks, hot water heaters, and overhead venting. Plumbers make all final connections to the compressed air, water and drainage systems. Plumbers also store, handle and connect bottled gas and fill and drain all water tanks over 20 gallons. Plumbers are represented by Plumbers Union Local 1.
Work Hours:

Normal work shift for plumbers is 7:30 A.M. to 3 P.M. Most of the plumbing service rates include labor. Plumbing labor is only applied for work as requested which is not on the plumbing service order form and for repairs and relocations. In these instances, straight time rates are charged Monday to Friday 7:30 A.M. to 3 P.M. (except holidays). At all other times (including hours after 3 P.M. to 7:30 A.M. Monday through Friday, Saturday, Sunday and holidays) overtime rates are charged. Plumber's have 10 holidays; New Year's Day; President's Day; Memorial Day; Independence Day; Labor Day; Columbus Day: Election Day; Thanksgiving and the day after and Christmas.

Plumbing Work Exhibitors May Do Themselves

- Test, tune or repair water, drain, air and non-flammable gas lines on the exhibitor side of the disconnect to the building system.

Privately Owned Vehicles (POV) - Defined as cars, pick-up trucks, vans, and other trucks primarily designed for passenger use and no larger than a Ford Econoline Van. Vehicles containing more than 300 lbs of materials, straight trucks, bobtail, contract carriers and vehicles with trailers are NOT considered POV's.

Box Trucks, Cube Trucks, U-Haul Trucks, Ryder Trucks, And Other Large Rental Vans, As Well As Any Trailers Hitched To Any Vehicle *Are Not Permitted In The Self-Service Hand-Carry Unloading Areas At All Times*.

Propane - http://www.javitscenter.com/exhibit/building-rules/
Propane and propane operated equipment is prohibited in the facility except as follows: propane cylinders of 1 lb. or less (and no more than 20 lbs. aggregate) may be permitted if approved in advance by Center management.

Rigging Work – http://www.javitscenter.com/plan/operational-policies/
Rigging is performed by Javits employees. The nature of the work involved will determine which employees perform rigging work.

Security - http://www.javitscenter.com/exhibit/building-rules/
The Center maintains twenty-four (24) hour security for the perimeter areas and internal patrols. The show manager is responsible for the complete security within the exhibit areas, meeting rooms, and other areas; including crowd control in public areas. Show management must assure that a security supervisor is on site at all times to receive information or complaints in reference to the conduct of contract security employees. We reserve the right to ask security personnel to leave if the situation warrants such action. Contracted security may not carry firearms or weapons of any kind without prior written permission from Javits management.

SHOW SCHEDULE (PAGE 1) / DISPLAY REGULATIONS (PAGES 2-10)
GENERAL RULES & REGULATIONS (PAGES 10-38)
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Citadel Security Agency is the Official Security Contractor of New York Comic Con located on the 4th floor terrace. Show Management will provide perimeter security personnel on the exhibit floor on a 24-hour basis during the entire period of the show (including installation and dismantle). Every reasonable effort will be made to prevent losses; however the final responsibility lies with the exhibitor. If you have items in your booth that are vulnerable to theft, take them with you when you leave the building for the day. For larger items that cannot be moved, we recommend that you hire additional security for your booth.

Please refer to the Vendor Forms & Guidelines section of the online manual for order information.

BASIC SECURITY RECOMMENDATIONS

- By now you should have arranged for insurance coverage to protect your exhibit and product against damage or loss from the time it leaves your premises until it returns
- Unpack product as close to the Show opening as possible. At the close of the Show, we suggest that you stay at your booth until these valuables are repacked
- Treat especially valuable goods such as prototypes as irreplaceable. If they truly are one-of-a-kind, hire your own security guard. ***Under no circumstances*** should such goods ever be left unattended. Plasma Screens & Flat Screens, DVD's, televisions, laptops, and other electronic devices are particularly vulnerable to theft
- Remove tapes or discs at night and store them in a safe place. Keep close tabs on personal items (cell phones, purses, laptops, briefcases, etc.)
- Do not put articles of any value in a container marked "EMPTY STORAGE", or behind booth
- Exhibitor personnel must wear official Show Exhibitor badges at all times during move-in, show days and move-out. Please do not give Exhibitor Badges to anyone other than your full time employees and remove all badges from the building when you leave on your last day there. Badges left behind are often abused by unauthorized personnel so do not leave them in your booth or discard on the floor
- At the close of business each day, cover all display tables. This establishes a barrier to curiosity seekers and other would-be thieves from selecting such items to steal at a later time

Immediately report to security, or Show Management, the presence of any unauthorized visitors, or suspicious activity on the show floor.

New York Comic Con closes on Sunday, October 11, 2015 at 5:00 PM. Other than aisle carpet personnel, labor will not be admitted to the Show floor until **6:00 PM**. ***Secure all valuables immediately***! Pack and label product and remove them, or put them in the Security Command Post for outbound freight, or hire Security until you can secure them properly.

It is essential that exhibitor personnel remain in their exhibit areas until their display materials are secured. All small articles which can be easily picked up should be securely packed before you leave your booth after the Show closes at **5:00 PM**.

Remember, during teardown, stay with your exhibit until your empty cartons are delivered and your goods are packed, sealed and properly labeled.

Do not leave material in your booth unlabeled at any time during move-out because many things could happen: it may be presumed abandoned; mistaken for trash; or one of your neighboring booths might label it in error! At the close of the show, please be sure to secure all electronic equipment especially plasma screens, flat screens, laptops, and any electronic equipment.

Don't Leave Your Booth Unattended Until Your Merchandise Is Secure

Our objective is to make your show experience as worthwhile and profitable as it can be. Adhering to these simple security recommendations will go a long way to ensure your success!

Self-Unloading/ Privately Owned Vehicles (POV) Access Area – Please refer to the **FREIGHT MOVING** section of this document.

Shipping - Please refer to the QUICK FACTS section of the online manual for information on your shipping options.

Shuttle Bus Service - Free Shuttle Bus Service to and from the **Javits Center** and the Official NYCC Hotels are available on Show days.

Smoking Policy - http://www.javitscenter.com/exhibit/building-rules/
The Javits Center maintains a smoke-free campus. Smoking is prohibited anywhere on Javits Center property, including the inner roadway and Javits-owned sidewalks.

TAXES – All New York Comic Con exhibitors must comply with the sales tax laws of the State of New York. ***Application to Register for a Sales Tax Certificate of Authority***, must be completed and mailed to the New York State Tax Department at the following address:

NYS Tax Department
Sales Tax Registration Unit
W A Harriman Campus
Albany, NY 12227

It will be your responsibility to determine whether or not you are required to register for sales tax and apply for a Certificate of Authority. **Publication 750**, ***A Guide to Sales Tax in New York***,

provides guidance around some of the considerations in making this determination and how to properly fulfill these obligations.

If you conclude that you have a filing responsibility, you must complete Form DTF-17 and Publication 910 NAICS Codes for Principal Business Activity for New York State Tax Purposes. Publication 910 may be useful in completing Section F (Business Description) of Form DTF-17.

Questions regarding the completion of form DTF-17 can also be resolved by contacting the Sales Tax Taxpayer Contact Center at the NYS Department of Taxation and Finance at 518-485-2889 between the hours of 8:30 AM and 4:25 PM (Eastern Time).

For purposes of completing Form DTF-17, please note that the New York Comic Con show dates are **October 8 through October 11, 2015**. In completing Section F of Form DTF-17, you may want to include in your description that you are "exhibiting at a tradeshow."

One of the three descriptions and NAICS codes below (to complete Section F of Form DTF-17) may apply to you or your business:

Retail store	NAICS Code = 453998
Show Vendors	NAICS Code = 454390
Manufacturers	NAICS Code = 339900

Certificates of Authority **MUST** be displayed in your booth during show hours.

Please contact the NYS Department of Taxation and Finance or your tax advisor if you have questions regarding the sales tax rate to charge on your sales.

Telephone – http://www.javitscenter.com/plan/operational-policies/

Javits' telephone electricians install, remove and repair all telephone lines. Telephone technicians are represented by the International Brotherhood of Electrical Workers (IBEW) Local 3.

Work Hours:

Telephone electrician's normal work hours are 7:30 A.M. to 3 P.M. each day. Most of the telephone service rates include labor. Telephone labor is only applied for work as requested which is not part of the service order form and for repairs and relocation. In these instances, straight time rates are charged Monday to Friday, 7:30 A.M. to 3 P.M. (except holidays). At all other times, Monday through Friday, Saturday, Sunday and holidays), overtime rates are charged. Telephone electricians have 11 holidays; New Year's Day; Martin Luther King, Jr. Day; President's Day; Memorial Day; Independence Day; Labor Day; Columbus Day ; Election Day; Thanksgiving and the day after and Christmas.

Telephone Work Exhibitors May Do Themselves

Exhibitors may plug and unplug their phones, modems, faxes or credit card readers.

Please refer to the Vendor Forms & Guidelines section of the online manual for order information.

Use Of Company Personnel As Managers And Supervisors - Contractors are permitted to use their own personnel as managers and supervisors of the labor described above, provided that they have completed a questionnaire, been approved by the Center and affirm that they are performing only legitimate managerial tasks, and that the company maintains a reasonable ratio of managers and supervisors to labor. Violation of any of these conditions shall result in a revocation not only of the supervising employee's authorization, but also of the contractor's authorization to conduct business at the Javits Center.

Important: These rules are designed to protect the Center's important business interests. The Center reserves the right to eject anyone working in violation of these rules as well as the exhibitors, contractors and others for whom they are performing work.

Vendor Invoices - Show Management will have personnel on hand throughout the course of the show to consult with exhibitors regarding any bills received from service companies. If there is any question as to the charges made, please consult with our show representatives before paying the bill. Do not wait until after the show to settle problems that can be easily resolved at the Convention Center.

Weapons Policy - Please read this entire policy before attending New York Comic Con. Failure to follow this policy may result in your removal from the convention without refund.

The following items are forbidden at New York Comic Con:
If you're bringing, buying or selling something that could maim, damage or cause serious bodily harm, we're going to take issue. The following items are forbidden at NYCC:

- Functional firearms (including air soft guns, BB guns, cap guns, paintball guns and pellet guns)
- Realistic replica firearms (including reproduction, fake or toy guns that can be confused for functional firearms)
- Functional projectile weapons (including blow guns, crossbows, long bows, silly string, slingshots, water balloons and water guns)
- Sharpened metal-bladed weapons (including axes, daggers, hatches, knives, kunai, shuriken, swords, sword canes and switch blades)
- Explosives (including firecrackers and fireworks)
- Chemical weapons (including mace and pepper spray)
- Blunt weapons (including brass knuckles, clubs and nunchaku)
- Hard prop weapons (including props made of metal, fiberglass and glass)

- Instruments that cause excessive noise levels like vuvuzelas, grenade whistles and grenade horns
- Whips
- Aerosol mustard

Prop weapons will be allowed providing they are composed of **foam or cardboard only**. Prop firearms are allowed only if they cannot be mistaken for real weapons. The barrel of all prop firearms must be covered with brightly-colored caps. Prop bows will be allowed providing all arrows have soft tips.
Basically, don't be an idiot.

Wheelchairs/Motorized Chairs - A limited number of *wheel chairs* are available at no fee. The **Javits Center** can also assist patrons wishing to rent *motorized wheelchairs*. Call our Command Center at (212) 216-2196 before you arrive for information on reserving or renting a wheelchair.

Wireless Communications Policy - http://www.javitscenter.com/exhibit/building-rules/
The Center operates an 802.11b/g wireless infrastructure in the building, operating on Channels 1 (2.412 MHz), 6 (2.437 MHz), and 11 (2.462 MHz). Show managers or exhibitors are permitted to operate an 802.11 compliant wireless in the Center so long as it does not cause any interference to our existing infrastructure and you abide by the following guidelines:

- Wireless connectivity must be limited to an individual exhibit booth and the only internet access that can be served on it is access purchased from the Javits Center. Resale of this connectivity is prohibited.
- Wireless NAT Routers are not supported, as they appear as one appearance to us. In the event of problems, routers will be removed and we will connect directly to our equipment to verify connectivity. Technical support services are available on a time and materials basis.
- Additional frequencies that are reserved for Javits use only are the UB 662 to 692 Mhz and the UA 790 to 805 Mhz.

Pricing is as follows (prices are subject to change):

- 512 Kbps – 1 Calendar Day - $8.00
- 512 Kbps – 2 Calendar Days - $16.00
- 512 Kbps – 3 Calendar Days - $23.00
- 512 Kbps – 4 Calendar Days - $29.00
- 512 Kbps – 5 Calendar Days - $36.00
- Unlimited – 1 Calendar Day - $1,000.00
- Unlimited – 2 Calendar Days - $1,950.00
- Unlimited – 3 Calendar Days - $2,850.00

- Unlimited – 4 Calendar Days - $3,700.00
- Unlimited – 5 Calendar Days - $4,500.00

It is up to the customer to be familiar with using wireless services as we do not offer technical support for connectivity issues.

Basic Connection Steps:

- Select "@Javits Wi-Fi" from the list of available networks. Your device will automatically redirect to the Javits Wi-Fi Welcome page. If using a laptop please open your web browser which will redirect to the Javits Wi-Fi Welcome page.
- Select "Attendee" or "Exhibitor" on the Welcome page.
- Select "Pay for use".
- Scroll down to the bottom of the "Terms and Conditions" page. Type in your email address and select "Enter".
- Sign up to setup an account (just entering a password twice) then hit enter
- Select from a list of price options and hit enter
- Then process the credit card payment.
- For WiFi "HELP" please call 212-216-4357

The Javits wireless system is used primarily by our attendees and exhibitors to check email and browse the Internet. If you are planning to utilize the wireless network for an important core function within your booth we recommend that you call us prior to the event to discuss why our wired high-speed Internet options might be a better fit for your company.